

## INFORMATION

USAID/General Notice  
M/AS/IRD  
04/05/2000

SUBJECT: The April 2000 Automated Directives System (ADS) Notice

All written guidance related to Agency-wide operating procedures is produced and disseminated through the ADS. This includes the reengineered ADS chapters, currently active portions of the old Handbooks, Agency policies, contract information bulletins, Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

Section I: This section lists the policy notices that are not included on ADS CD 17, but are posted to the ADS web site. Policy notices are posted to the ADS web site 3 to 10 business days after they are issued.

Section II: This section pertains to ADS tips.

Section III: This section describes the ADS and provides instructions for accessing the ADS CD. It is a repeat from the prior month's notice.

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### SECTION I

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#### Policy Notices Since ADS Compact Disk (CD) 17

All Agency personnel have access to USAID/General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

A number of USAID/General Policy Notices have been issued since the release of ADS CD 17.

Please note:

- \* ADS CD 17 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS 17 CDs were mailed to the Missions Monday February 7, 2000. If you are in USAID/W and

unable to locate ADS CD 17, please contact the IRM Help Desk for assistance.

- \* ADS CD 17 material and Policy Notices are also accessible via the ADS web site.

ADS intranet: < <http://www.usaid.gov/ADS/> >

ADS Internet: < <http://www.info.usaid.gov/pubs/ads> >

Policy Notices not included on ADS CD 17 but posted to the ADS Web site:

NOTICE Name/No.	DATE	SUBJECT
MARCH 2000		
0353	03/31/2000	Issuance of Revised ADS Chapter 501,
0353a-d		Automated Directives System
0345	03/24/2000	National Industrial Security Program
0341	03/22/2000	2000 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278) (Rev. 6/94) Covering Calendar Year 1999
0338	03/21/2000	Electronic Records Disposition
0338a		Schedule, a revised
		Mandatory Reference for ADS 502
0330	03/16/2000	Recent Developments in Leave, to be included in ADS 480
0307	03/01/2000	Revision of the Foreign Service Precepts for Employee Performance Evaluation, the Annual Evaluation Form (AEF) and the Skills Feedback Worksheet
FEBURARY 2000		
0229	02/16/2000	Issuance of Closeout Procedures for Interagency Agreements to be included in ADS 306
0222, 0222a-c	02/11/2000	Implementation of FY 2000 Population Certification Requirements
0217	02/07/2000	Issuance of ADS Chapter 603, Forward Funding Guidance

## JANUARY 2000

0148	01/28/2000	Non-Presence Programming Procedures - Interim Update of ADS 201 and Related Guidance
0147	01/28/2000	Discontinuation of Registration of Local Private Voluntary Organizations (LPVOs)
0146	01/28/2000	Correction -Issuance of Revised ADS Chapter 302 - USAID Direct Contracting
0142	01/27/2000	Issuance of Revised ADS Chapter 302 - USAID Direct Contracting

### Electronic Copies:

- \* Policy notices may also be obtained by sending an e-mail to  
< Notice Mailbox@M.AS.IRD@AIDW >.
- \* CIBs issued since ADS CD 17 are found on the M/OP web page:  
< [www.info.usaid.gov/procurement\\_bus\\_opp/procurement/cib](http://www.info.usaid.gov/procurement_bus_opp/procurement/cib) >

CIBs issued prior to ADS CD 17 are also available on the M/OP web page. CIBs may also be obtained from M/OP/POL, (202) 712-0610.

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## SECTION II

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### Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to when the next ADS CD will be released and copying and pasting Portable Document Format (PDF) files (web versus hard drive).

Q.1 When will ADS CD 18 be released?

A.1 ADS CD 18 will be released next month. The new ADS material for ADS CD 18 will be in PDF format. Eventually, the entire ADS CD will be in PDF.

Q.2 How do I copy and paste from a PDF file that is located on my hard drive or a floppy?

A.2 Easy. If the PDF file you wish to copy and paste from is on

your hard drive or a floppy, follow these steps:

1. Click on the "Text Select Tool" icon. It is a big T icon.
2. Highlight the material you wish to copy and paste.
3. There are two ways to copy:
  - a. Hold the CTRL key down and hit the C key (CTRL-C command). Or
  - b. Using your tool bar, click on the word "Edit", scroll down to "Copy" and click the word Copy.
4. Now, go the application (Word or Excel, etc.) of your choice and paste! Use the applications paste icon to paste the material you copied from the PDF file or hold the CTRL key down and hit the V key (CTRL-V command) to paste.

Q.3 How do I copy and paste material from a PDF file located on the intranet or Internet?

A.3 Easy! If the PDF file that you wish to copy and paste from is found on the web,

1. Click on the "Text Select Tool" icon. It is a big T icon.
2. Highlight the material you wish to copy and paste.
3. Now that the material is highlighted, click on the Copy icon. This icon is identical in appearance to your Word 97 Copy icon. That is, the icon with a picture of two pieces of paper.

(Please note: You cannot use the CTRL-C command when copying and pasting from PDF documents found on either the intranet or Internet.)

4. Now, go the application (Word or Excel, etc.) of your choice and paste! Use the applications paste icon to paste the material you copied from the PDF file.

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### Section III

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#### What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid AID Handbook chapters, a resource library, and a glossary.

The functional series consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

- Series 100 Organization and Executive Management
- Series 200 USAID Program Assistance
- Series 300 Acquisition and Assistance Agreements
- Series 400 Personnel
- Series 500 Management Services
- Series 600 Budget and Finance

#### Other Sections of the ADS:

- \* The Interim Updates are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.
- \* The AID Handbook Series includes the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.
- \* The Resource Library contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.
- \* The Glossary defines terms found in the Functional Series.

Updates: The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 17.

#### How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you

are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

- Step 1. Click on the Windows "Start" Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

- \*Step 4. Click on "ADS"
- Step 5. Click on the "Run" button

\*If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the intranet and the Internet. These sites currently do not contain the valid Handbook chapters, but a list of which Handbook chapters are still valid is included on the ADS web site. Additionally, the Internet (unlike the intranet) does not have Interim Updates for Series 100 and 500.

USAID/General Policy Notices are placed on the web sites either as Interim Updates or as a new or revised ADS chapter and/or reference (replacing the old ADS material, if any), within 3 - 10 business days of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. ADS material may be obtained by accessing:

1. The ADS intranet home page is found by accessing the USAID intranet Home page at: < <http://www.usaid.gov> > Then click once on the word "ADS" This link will take you to the USAID intranet home page < <http://www.usaid.gov/ADS> >.
2. The ADS Internet home page is found by accessing the USAID Internet Home page at:

< <http://www.info.usaid.gov/> >.

The reader must then click once on the phrase "Publications/Partner Resources." Next, scroll down to the "ADS: Automated Directives System -- Formerly the USAID handbooks" link. Click once on this link and it will take you to the ADS Internet Home page:  
< <http://www.info.usaid.gov/pubs/ads> >.

#### Policy Notices:

You may also request an electronic copy of a Policy notice by sending an e-mail to < [Notice Mailbox@M.AS.IRD@AIDW](mailto:NoticeMailbox@M.AS.IRD@AIDW) >.

Questions about the ADS? Please send an e-mail to  
< [ADS@M.AS.IRD@AIDW](mailto:ADS@M.AS.IRD@AIDW) >.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to [ADS@M.AS.IRD@AIDW](mailto:ADS@M.AS.IRD@AIDW).

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